



23 August 2019

**MEMORANDUM NO. 319**  
Series of 2019

**T O:**

1. Dr. Candelario L. Calibo	12. Atty. Rysan C. Guinocor
2. Dr. Romel B. Armecin	13. Dr. Guiraldo C. Fernandez, Jr.
3. Ms. Adreli D. Pardales	14. Dr. Maria Teresa P. Loreto
4. Prof. Jacob Glenn F. Jansalin	15. Dr. Ma. Juliet C. Ceniza
5. Prof. Manolo B. Loreto, Jr.	16. Prof. Argina M. Pomida
6. Dr. Luz O. Moreno	17. Engr. Marlon G. Burlas
7. Dr. Aleli A. Villocino	18. Ms. Louella C. Ampac
8. Dr. Ana Marquiza M. Quilicot	19. Dr. Dennis P. Peque
9. Dr. Suzette B. Lina	20. Ms. Elsa M. Umpad
10. Engr. Sean O. Villagonzalo	21. Prof. Epifania G. Loreto
11. Medardo C. Magdadaro, Jr.	22. Dr. Milagros C. Bales

**R E: Designation of New Sets of ISO Internal Auditors**

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated new sets of ISO Internal Quality Auditors who successfully completed the Awareness Seminar and the Internal Audit Training conducted by AGF. Your actual attendance in the two important trainings with certificates as evidence is a requirement to become internal auditors. As such, you are to exercise the following functions:

1. Assist in the planning, preparation, and conduct/implementation of an effective and efficient internal quality audit within the audit scope;
2. Prepare working documents under the direction of the lead quality internal auditor;
3. Collect, document and analyze the relevant and sufficient auditable pieces of evidence to determine audit findings;
4. Check, validate and verify the root-cause and corrective action; and
5. Assist in the writing and preparation of the quality audit report for submission to ISO Top Management Committee for review of appropriate corrective actions.

Please be guided accordingly.

  
**EDGARDO E. TULIN**  
President *o/c 8/23/19*

**Vision:** A globally competitive university for science, technology, and environmental conservation.  
**Mission:** Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.